

GOOD NEWS***Secretarial Excellence Awards for March and April***

**Karen Flynn,
Joan Shack
are presented the
Marilyn J. Bockting
Award**

Karen Flynn of the Chief Information Officer (CIO) Office and Joan Shack of the Business Management Directorate were recently presented with the Marilyn J. Bockting Secretarial Excellence Award. Flynn was recognized in February for her contributions as secretary to the Chief Information Officer; Shack was recognized in March for her contributions as a secretary in the Projects Procurement Office.

Flynn reflects the spirit of this award daily through her initiative, self-motivation and conscientious attention to detail. The products and services she provides not only the CIO Office, but also other organizations are always exceptional and delivered with a winning, positive atti-

tude. Since becoming the directorate secretary in 1999, Flynn has proven to be an invaluable asset to the organization. She immediately restructured and streamlined the processes in the office, taking the lead on identifying and defining office procedures, file server data structure, action item tracking and work flow activities.

Because of her demonstrated skill and professionalism, Flynn was asked to be the Technical Managers Representative (TMR) for the second secretarial position in the office that was provided via the Muniz contract. Flynn worked diligently with the

Human Resources Office to understand and implement the intent and spirit of the task order.

This included explaining to all CIO Office personnel the scope of the Muniz support, the process for requesting and evaluating the contractor's performance, as well as training the new secretary on all CIO Office administrative forms, processes and procedures. The last task included significant time demonstrating the I/T aspects of the CIO Office file server, data structure and control board responsibilities. Many of the forms and processes developed by Flynn for the Muniz contractor were adopted by other organizations.

The CIO Office participated in an activity with the Chief Financial Officer and Information Systems Directorate to pathfind the new center time and labor collection system. Flynn was the CIO Office lead in coordinating

office personnel training, answering questions and overseeing the dual timekeeping efforts that was required for the three pay periods. Not only was she responsible for validating the paper-based timecard process, but also the new web-based system in tandem. The extraordinary energy Flynn put into learning and mastering the new system helped the CIO Office transition seamlessly from the old to the new.

Flynn also performs all the functions of a Senior Staff Secretary, all the agency-wide and senior contract management contact and coordination efforts required by the office, and acts as the administrative assistant. She also functions as the property custodian and CTS coordinator.

Without a doubt, Flynn has been a key to the continued success of the CIO Office. She is very mission oriented, tenacious and devoted to helping the Center and the office. She is dependable, well liked by all in the office and others who have met her at the Center. She represents the very best that NASA and the Johnson Space Center have in its people and their skills, dedication, quality and productivity.



Karen Flynn



Joan Shack

Joan Shack has proven to be an invaluable asset to the Projects Procurement Office. She immediately took control of the situation in her office. She organized files, and caught up on

many actions that had been left untended. The office quickly learned they could rely on her for correspondence and numerous contract-related activities and rapidly inundated her. She simply got it done and asked what else she could do.

Because of her demonstrated skill and professionalism, Shack was asked to step in during the absence of the office's lead secretary. For three months, Shack worked in the office of the Manager for 15 hours a week. This required Shack to be even more organized than she typically was, and also required her to work in two different buildings. Not only did she not complain, neither did any of the folks she was supporting.

In addition to her routine secretarial duties such as correspondence, timecards and training coordinator, Shack was also given some tasks that were above and beyond the expected for a secretary. One example is the organization of the Contractor Performance Survey data, which requires a great deal of coordination between contracts people, technical monitors and contractors, as well as the ability to keep the data for approximately 100 contractors organized such that it can be located on a moments notice.

Another example is her role in file management and documentation on the SEAT contract. While initially asked to simply do some filing on this \$2 billion contract, Joan has tackled it with her usual initiative and actually made some improvements to the current system.

On a daily basis, Shack demonstrates the skill and professionalism that is reflective of this award. ■

**Girl Scouts say thank you to OAO Corporation**

Thanks to OAO Corporation, the Girl Scouts of San Jacinto Council (GSSJC) Troop 1306 have earned their computer badge. On Feb. 27, OAO allowed Troop 1306 to use their training lab to learn basic computer skills. The girls learned how to draw pictures, compose a letter and navigate through the Web. They also learned how OAO Corporation supports JSC and the other Code M centers through the ODIN contract. To show their appreciation, GSSJC Troop 1306 visited Spencer Meyer, JSC ODIN Program Manager, on March 16 to present OAO a certificate of appreciation. ■

Co-ops share their many NASA experiences with high school students

By Julie Burt

The students of South Houston High School got a break from their studies in late March, compliments of NASA Cooperative Education Students (Co-ops). On March 27 - 29, the students had a chance to talk to the Co-ops about what it is like to work for the space program.

"The goal of the program was to expose the students of South Houston High School to the research and work that is being conducted here at the space center," said Maile Ceridon, High School Outreach Program Coordinator for Spring 2001. Ceridon is a student at Colorado State University and works in the Crew and Thermal Systems Division.

High School Outreach is an official educational outreach program run by NASA Co-ops at Johnson Space Center.

Now in its 10th year, the program has reached over 10,400 students at area high schools.

A small group of Co-ops who were in charge of this semester's program have been working since January. They recently held meetings for the 35 participants to get ready to go back to high school for a few hours.

The Co-ops divided into groups of up to four and gave presentations to classes of about 25. They talked about their jobs, their experiences with both work and school and promoted the space program to almost 400 9-12 graders.

Lucie Johannes, a senior at University of

Missouri-Rolla who works in the EVA and Spacesuit Systems Branch, said she realized just how much the students were affected when she read the evaluations. "The students really look up to us and it means a lot to them when we talk about



NASA JSC 2001e00849

Co-ops John Schank, Alex May, Barbara Janoiko, Alison Bahnsen and LC Colmenero shared their experiences with high school students.

the importance of college," she said.

"We tried to show them that anything is possible and we are proof of that," said Laura Campbell, a junior at Pennsylvania State University who works in the Flight Data File Office of the Mission Operations Procedures Branch. "The point we made was that we weren't geniuses at all, but a little hard work and discipline will take you very far in life."

Barbara Janioko, a senior at Texas A&M who works in the Biomedical Hardware Development and Engineering Office, agreed with Campbell, "The High School Outreach Program shows the kids that in order to do all the neat things at NASA, they need to go to college and work hard. Hearing this from college students just a few years older than them shows that it is an obtainable goal." ■